



## CommuteSmart FAQs

Below is a collection of commonly asked questions pertaining to the CommuteSmart Program, as well as process and policy changes that may affect state agencies and their employees.

**Q: *What has changed between the previous Work Away policy and the CommuteSmart policy? Will I need to update my agency's alternative work schedule policy?***

A: There are no overall policy changes. The CommuteSmart Program is clearer, more concise, user-friendly, and allows for more agency discretion and decision-making. A couple of noteworthy changes are: 1) new participants must sign the State of Georgia Telework Agreement. Employees who signed an agreement under the Work Away program are not required to sign a new agreement to participate in the CommuteSmart program. Agencies are encouraged to have employees sign new telework agreement forms to replace outdated or modified agreements. 2) A procedural change is that telework training will be offered via webinar as a convenient means of making access easier.

**Q: *Does the employee telework space need to be certified as was required with the former Work Away policy?***

A: Employee telework space certification is not required under the CommuteSmart program. However, agencies are strongly encouraged to use the *Telework Home Office Safety Checklist*. Guidelines for use of this checklist are contained on the DOAS website in the CommuteSmart Telework Tools and Exercises located at [http://doas.ga.gov/StateLocal/HRA/Benefits/Docs\\_GaCommuteSmart/TeleworkToolsandExercises.docx](http://doas.ga.gov/StateLocal/HRA/Benefits/Docs_GaCommuteSmart/TeleworkToolsandExercises.docx)

**Q: *Can agencies continue to use its current AWW (alternative work week) schedules (every other Monday off or every other Friday off)?***

A: Yes. Realizing that most agencies already have Work Away policies, you may continue to use what you have in place.

**Q: *Does CommuteSmart require a list of telework eligible positions?***

A: No. A list of telework eligible positions is not required. Each agency should determine which of their positions are suitable for alternative work schedules of the CommuteSmart Program.

**Q: *Is there a certification requirement for the telework option?***

A: There is a safety checklist in the "Tools and Exercises" document on the DOAS website. However, it is left up to the individual agencies to deem whether they require this as mandatory for employees. The Clean Air Campaign strongly encourages the use of this document and all other tools and exercises to ensure the greatest productivity and employee safety and satisfaction.

**Q: *Can you explain the October 1, 2013 annual Efficiency and Service Levels Survey mentioned in the Executive Order?***

A: The Efficiency and Service Levels Survey will be conducted annually to verify that the CommuteSmart program options are being implemented by state agencies and to gauge effectiveness. The Governor's Office will publish the Survey when ready. Based on the data collected when State employees "log" their clean commutes (including telework,

compressed work week and flex schedule days) at <http://www.logyourcommute.org> , the Clean Air Campaign can compile customized reports that can be used by the agencies as needed. The overall spirit of CommuteSmart is re-enforced and shared from a place of encouragement versus requirement.

**Q: *What are the reporting requirements for the Efficiency and Service Level Survey?***

A: Employees are encouraged to log their commute trips into the Clean Air Campaign's website. By doing so, employees will be eligible for incentives as well as agency data can be extracted for reporting purposes.